



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 21.10-DOE

Subject: Pre-Vocational And Vocational Education

Supersedes: DYD 16.7

Approved by:

Effective date: 07/01/1990

Authority:

TCA 37-5-106

ACA Standard:

2-9346, 2-9347,
2-9348

- I. **APPLICATION:** To all Superintendents, Youth Service Managers of Treatment, Classification, Education, and Counseling staff.
- II. **POLICY:** Youth Development Centers shall make available to all youth fourteen (14) years of age and older, pre-vocational and vocational educational programming. Youth development centers shall, at a minimum, make available to each youth thirteen (13) years of age and under, pre-vocational education programming. All pre-vocational and vocational educational program shall be consistent with all applicable rules and regulations of the Department of Education.
- III. **PROCEDURES:**
 - A. Youth committed to Youth Development Centers shall be routinely screened for pre-vocational and/or vocational education needs. This screening shall be a part of the original classification process and shall include but not necessarily be limited to, vocational preference and aptitude tests.
 - B. The IPP will include individual vocational program plans. Each youth will be informed of the objectives of his/her program, will receive periodic indications of progress and will have the program modified when he/she is unable to meet the vocational program objectives.
 - C. A youth's placement in vocational training shall be based upon individual needs, interests and aptitudes and be consistent with the total Individual Program Plan.
 - D. Pre-vocational education programs shall have specific goals and objectives directed toward increasing the youth's knowledge of appropriate work behavior and vocational awareness. Such programs shall be part of the total education program.

- E. Vocational education programs shall have specific goals and objectives directed toward the youth learning the basic skills and knowledge of a particular trade, and shall include academic work such as math and reading necessary to the particular skill development.
- F. Youths who are physically or educationally handicapped shall not be excluded from pre-vocational or vocational programming. Each vocational instructor shall provide individual assistance to youths who cannot or do not benefit from regular instructional materials. Programs shall be modified and supplementary instructional materials added as needed.
- G. Vocational education classes shall be of a size that reasonably affords each youth the opportunity for proper instruction.
- H. The vocational programs at each Youth Development Center shall be reviewed on an on-going basis. The types of vocational programs offered should be based on the following:
 - 1. A needs analysis of the youth population;
 - 2. Existing opportunities realistically available to the youth in the job market;
 - 3. A job performance and specification analysis which includes specific skills and knowledge needed to acquire the vocational skills;
- I. Vocational counseling shall be available to provide youths with assistance, encouragement, and feedback concerning their vocational goals.
- J. Vocational training opportunities shall not be limited to those provided within the Youth Development Center. The Department of Children's Services shall exercise its best efforts to provide off-campus vocational opportunities to youths, i.e., public schools, area vocational schools, and on-the-job training. Youths selected for these programs must meet security considerations.
- K. A vocational training program shall not be utilized solely for the benefit of the Youth Development Center, e.g., work crews janitorial tasks, running errands. This does not preclude a vocational program to perform assignments within the Youth Development Center that are specific to the particular vocational skill being taught and included as a part of the curriculum for the course.
- L. Each vocational program shall have equipment which teaches the youth the same range and level of skill as is needed for employment in private industry.
- M. Youths who are eligible for services from Vocational Rehabilitation will be assisted in applying for admission to one of the special training programs available through that agency. If accepted, the youth will be given the opportunity to participate.

IV. FORMS: None

**(Note: This Policy Cannot Be Revised Without Prior Permission
of Chancery Court, Davidson County, Nashville, Tennessee.)**